

MODULE 1.

From data collection and analysis to report writing and decision-making

Data collection and analysis are an essential part of humanitarian project management. They take place throughout the project cycle, for example: during the initial assessment, to understand the context and people's needs; during the design phase, to assess the feasibility of actions; while the project is being implemented, to monitor its progress; and during an evaluation, to assess effectiveness and relevance. They are essential to decision-making and learning (choice of intervention logic, project adjustments, recommendations, etc.)

Looking at all the phases of the project cycle, the module covers the various steps involved in:

- carrying out the data collection process (defining objectives, data collection methods, planning)
- writing a report (analysing information, organising ideas, etc.)
- making decisions

LEARNING STRATEGY:

The module includes practical exercises and case studies which focus on the Afghan context as well as **field work**¹. Each section includes a short theoretical introduction followed by practical activities.

SPECIFIC OBJECTIVES

Upon completing the course, participants will be able to:

- Decide what kind of data to collect for each project cycle phase (initial assessment, design, monitoring and evaluation),
- Plan and carry out assessments by using different data collection methods and tools,
- Analyze data with different methods (statistics, participatory, problem tree, etc.),
- Identify relevant information and contribute to different kinds of project cycle reports (initial assessment, design, monitoring and evaluation),
- Summarize findings to inform the decision-making process.

¹ The trainers may decide to replace the field work with a case study if the context makes a field visit impossible.

CONTENT

The module includes 10 sections:

1. **Introduction:** The introductory section allows participants to get to know each other, course objectives and limits are clarified and the course timetable and rules are presented.
2. **Project cycle management, main principles (reminder):** A brief look at what participants already know about project cycle management and, if necessary, a reminder of the main points.
3. **Why collect data?** This section addresses the reasons for collecting data and the importance of defining and sharing clear objectives to increase effectiveness and relevance, to avoid wasting time and resources and to prevent negative impacts on the population...
4. **Data collection tools:** A presentation of different data collection methods (questionnaire, interviews, participatory methods, etc.), their uses and limitations.
5. **Data collection process:** This section looks at all the factors to be taken into account when setting up a data collection process (area to visit, team selection, planning...).
6. **Field work:** Participants carry out a data collection exercise.
7. **Data analysis:** A presentation of different data analysis methods (statistical, participatory, etc.), their uses and limitations. Participants learn how to build a problem tree step by step.
8. **Summarizing data and report writing:** Participants learn how to present information in summarized form, structure their ideas and write chapters in accordance with NGO/donor formats.
9. **Making decisions:** This section encourages participants to be proactive and take responsibility for making recommendations, suggesting changes, proposing project design, etc.
10. **Course evaluation and conclusion:** Participants look back at the ground that has been covered during the course and prepare how they will apply what they have learned. Participants give feedback about the course and make recommendations for ways of improving it.

PRE-REQUISITES

- Participants should have basic understanding of project cycle management (particularly the different phases of a project).
- Participants should have a good level of spoken and written English.



TRAINERS

Domitille KAUFFMANN is an Agricultural Engineer specialised in Nutrition. She has worked as a project coordinator for International NGOs in Africa and Central Asia. With Groupe URD, she carries out studies, research and evaluations to do with Nutrition and Food Security and also works on the issue of Quality. She has several years of experience developing and running training courses on humanitarian project management and Quality in different countries and contexts. Since 2005, she has worked regularly in Afghanistan, conducting research and facilitating training courses in different provinces of the country.

Olivia COLLINS has a Masters degree in “Humanitarian action”. She has worked in several countries including Sudan (Darfur and Southern Sudan), Lebanon and Afghanistan. She is British and is a qualified English teacher. She was Groupe URD Chad Office Coordinator from March 2009 to April 2010. She currently works as a researcher, based at Groupe URD headquarters and facilitates different training courses (e.g. Humanitarian project management and Quality, Environment and Humanitarian Action).